

STUDIO POLICIES

1. Use of the studio is by reservation only, except for *rush* half-day shoots. Use of the studio requires the following in advance:
 - a. Signed Studio Rental Agreement
 - b. Payment of Rental Deposit
 - c. Signed Liability Waiver and Release(s) for all persons who will be in attendance in the studio.
 - d. Photocopy of Renters drivers license
 - e. Certificate of General Liability Insurance may be required. *(See Terms and Conditions below for more information.)*

2. Full payment of the Rental Deposit set forth on the front of this Agreement is necessary in advance to reserve and use the studio. All reservations are made on a "first come, first served" basis. Personal checks must be received long enough in advance to verify bank funds. (Bank verification not possible on weekends or after business hours)

3. A "Full Day" is 10:00 a.m. to 6:00 p.m. or 10:00 a.m. to 8:00 pm (depending on reservation), Monday through Saturday, excluding holidays. Other times and days can be requested and, at the Studio Directors discretion, may require an "Overtime" charge.

4. Any reservations less than 8 hours but more than 2 hours are considered "Half-Days" and, due to scheduling requirements, must have start times between 10:00 a.m. and 1 p.m. or 2:00 p.m. to 4:00 p.m. Other times and days can be requested and, at the Studio Directors discretion, may require an "Overtime" charge.

5. Rental periods include time for unloading, setup, shooting, strike, cleanup and load out. Early entry or late departure will be charged at the Overtime rate.

6. Charges will be assessed for all additional props requested (that are not already in the studio) pursuant to the then-current fee schedule.

7. Renter is responsible for damage to and/or loss of any and all Basic Equipment, props and Extras present in the studio. (This includes flooring, ceiling tile or other facility related damages that occur during rental period.)

8. Basic Equipment included with studio rental at no additional charge:
3-foot ladder, fan, garment rack, Stereo System with Ipod/Zune/Mp3 player connection, posing stool, Shop-Vac, and WiFi. Assorted hand tools available upon request.

9. Cancellation Policy:
Cancellation of studio reservations must be made sufficiently in advance to permit Rung Studio a reasonable opportunity to rebook the studio to others. Cancellations less than 48 hours prior to the start of the reserved time will result in the following charges:

<u>Notice of Cancellation</u>	<u>Refund</u>
More than 48 hours before scheduled reservation	100%*
Between 24 and 48 hours notice	50%
Less than 24 hours notice	No Refund

*A processing fee of 6% will be charged for all cancellations in which the deposit was paid by credit card.

10. \$30 fee for all checks returned for any reason.